



**Toledo
Community
Foundation**

Guidelines for Grant Seekers

The Toledo Community Foundation, Inc., is a public charitable organization created by citizens of our community to enrich the quality of life for individuals and families in our service area. The Foundation serves Northwest Ohio and Southeast Michigan with a particular emphasis on the greater Toledo area. Grants from Community Funds support a variety of programs in the fields of education, social services, physical and mental health, neighborhood and urban affairs, natural resources, and the arts.

We have a particular interest in providing seed money for new programs designed to meet emerging community needs or to expand existing successful programs. Emphasis is placed on programs that will: (a) Create safe, positive living environments; (b) Enable families to develop the skills/resources needed to support and nurture each member; and (c) Foster the development of responsible young people who are capable of achieving their fullest potential.

Grants are awarded only to nonprofit, charitable organizations which have been designated as having tax-exempt status under section 501(c)(3) of the Internal Revenue Service code.

Grant Application Process

The Foundation considers grant requests three times annually. The deadline dates for receipt of proposals in the Foundation office are: **January 15, May 15 and September 1**. Applications must be received in the Toledo Community Foundation office by 5:00 p.m. (or postmarked) by the due date.

An online application must have an electronic time stamp identifying that the application has been submitted by the due date. Any supplemental documents that cannot be attached to an online application must be postmarked by the due date.

When a deadline date falls on a Saturday or Sunday, proposals and supplemental materials are due in the office on the preceding Friday by 5:00 p.m. Online applications must be time stamped by the preceding Friday, as well.

All grant applications are carefully reviewed by the Foundation's professional staff and Board of Trustees. The Board of Trustees meets approximately 3-1/2 months subsequent to each deadline date to make funding decisions. Applicant organizations are notified, in writing, of approval/denial of funding requests within one week after the Board of Trustees takes action. Project expenses incurred by an applicant organization prior to notification cannot be paid by the Foundation.

Contents of a Proposal

The written proposal should be in narrative form and limited to five or six typewritten pages. Please do not bind the proposal (other than stapling one corner).

The following information must be included in all proposals:

- 1) Purpose and Need – State the goals and objectives of the project. Identify the problems or needs which will be addressed. Identify the population that will benefit from this project or program.
- 2) Implementation – Summarize the plans and timeframe for implementation of this project. Identify the individual(s) who will be responsible for overseeing the program and briefly describe their qualifications.
- 3) Evaluation – State the criteria and procedure that will be used to evaluate the success of the proposed program. Relate this evaluation to the stated goals and objectives.

- 4) Budget Information – Provide a one-page project budget, which includes the following information: projected income and expenses; all sources of program funding (both solicited and received); and the period (beginning and ending dates) for which funds are being requested.
- 5) Future Support – Identify plans for securing ongoing operational support for this project once Foundation funds are expended. Include anticipated future financial needs of the program, potential sources of funding, etc.

Attachments

The following attachments must be included with all proposals:

- 1) Brief summary of the grant request which includes: one or two paragraphs summarizing the proposed project; the name, address and telephone number of the requesting organization; the person to contact regarding the proposal; and the dollar amount requested. This summary may be in the form of a cover letter.
- 2) The names and affiliations of the applicant organization's Board of Trustees.
- 3) Brief background/history of the requesting organization, including: When and how the organization was established; its mission/purpose; accomplishments to date; and a listing of all current programs and services.
- 4) The organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheet must be provided.
- 5) The organization's current operating budget.
- 6) Copy of the applicant's tax exemption letter from the Internal Revenue Service.

Grant Review Criteria

- Encourage more efficient use of community resources.
- Promote coordination, cooperation and sharing among organizations and the elimination of duplicated services.
- Test or demonstrate new approaches and techniques in the solution of community problems.
- Focus on the prevention of problems rather than the cure.
- Represent an unduplicated opportunity and meet a significant community need.
- Propose a specific program rather than general operating support for the organization.
- Propose to strengthen nonprofit organizations by improving internal management and systems.
- Propose to generate matching funds, thus leveraging additional support.
- Include a thoughtful, reasonable plan for obtaining continuing financial support from internal and/or external sources once Foundation funds are expended.

The Foundation *usually* will not make grants from its Community Funds to:

- Support the general operating budget (or budget deficit) of established organizations.
- Annual campaigns.
- Capital campaigns.
- Purchase equipment, such as computer hardware/software, motor vehicles, etc.
- Produce films, videos, television programs, etc.
- Support sectarian activities of religious organizations.

For Additional Information, please write or call:

Keith Burwell, President, or
Sarah Harrison, Senior Program Officer
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Toledo, OH 43604
Telephone: (419) 241-5049

NOTE: Please do not FAX proposals.

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